

Sanitized - Approved For Release :

~~CIA-RDP70-00211R000200160006-5~~

~~CONFIDENTIAL~~

Report For Week Ending 25 September 1956
For
RECORDS CENTER

During this week the following accessions were made:

Pers	8 Cu. Ft.
ORR	3 " "
OL	3 " "
MS	2 " "
COMPT	18 " "
DD/P	96 " "
OO	5 " "
Sub-Total:	135 Cu. Ft.
Finished Intelligence	29 " "
Total:	164 Cu. Ft.

Records Holdings	17,166 Cu. Ft.
Distribution Material Holdings	11,299 " "
Total:	28,465 Cu. Ft.

Distribution Material Disposed of at Center	7 Cu. Ft.
Distribution Material Transferred from Center	18 " "
Records Disposed of at Center	50 " "
Records Transferred from Center	1 " "

a. Reference

The Center received a rather large request from the Department of Army. This request calls for approximately 5000 copies of the various NIS stored in the Center. Arrangements were made with the Liaison Division whereby the shipments could be staggered in order to lessen the burden on our staff and courier service.

b. Disposal

There are 138 cubic feet of records in the disposal area to be destroyed.

The new disposal form has been put into effect, but at this time it is too early to make any comments as to its effectiveness.

c. General

Formal training at the American University is scheduled to start this week for eight employees, which represents 70 percent of the Center personnel, also, all employees are scheduled to receive training at Headquarters.

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Mr. [REDACTED] reported back on duty after attending the Basic Management course at Headquarters.

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